

# PERFORMANCE RECOGNITION PROGRAM

## KEY DATES - 2014

<b>October 22</b>	PRP kick-off announcement sent via e-mail to Cabinet Secretaries, Department Heads, College Presidents and Human Resources Directors.
<b>November 8</b>	Agency HR Director identifies Agency PRP Coordinator who will oversee the entire program within the agency. Each Agency PRP Coordinator must email the Agency Coordinator Form to Nancy Daiute at <a href="mailto:Nancy.W.Daiute@hrd.state.ma.us">Nancy.W.Daiute@hrd.state.ma.us</a> .
<b>Nov. 8 – Feb. 14</b>	Nomination Period.
<b>February 14</b>	<p>All nominations for the <u>Commonwealth Citation for Outstanding Performance</u> are submitted to the agency coordinator. The coordinator gives all nominations to the Agency's Selection Committee* to review.</p> <p>*Each agency determines who from the agency will be part of the Agency Selection Committee. The committee is responsible for reviewing all nominations within its agency and making final decisions regarding its recipients of the Commonwealth Citation.</p>
<b>Feb. 14 – Mar. 14</b>	<p>Recipients of the <u>Commonwealth Citation for Outstanding Performance</u> are selected by agency selection committee.</p> <p>From the pool of Citation winners, the agency selection committee selects the agency's nominee for the <u>Manuel Carballo Governor's Award for Excellence in Public Service</u>.</p>
<b>March 14</b>	<p>Agency Coordinator enters all citation winners and Carballo nominee (if applicable) into the PRP Information System.</p> <p>Agency coordinator electronically submits the following nominations to HRD:</p> <ul style="list-style-type: none"><li>• <u>Manuel Carballo Governor's Award for Excellence in Public Service</u>.</li><li>• <u>Eugene H. Rooney, Jr. Public Service Award</u>.</li><li>• <u>Commonwealth of Massachusetts Mentoring Award</u>.</li><li>• <u>Commonwealth Equity in Governance Award</u>.</li></ul>
<b>April</b>	The Chief Human Resources Officer announces the recipients of the <u>Manuel Carballo Governor's Award for Excellence in Public Service</u> , the <u>Eugene H. Rooney, Jr. Public Service Award</u> , the <u>Commonwealth of Massachusetts Mentoring Award</u> and the <u>Commonwealth Equity in Governance Award</u> .
<b>April</b>	Citations for Outstanding Performance are distributed to agency PRP coordinators who will be responsible for obtaining agency head signature on each citation. Agencies keep the signed citations and plan for the distribution/internal recognition of its citation winners.
<b>May 7</b>	National State Employee Recognition Day. This is the recommended day for agencies to publicly recognize its recipients of the <u>Citation for Outstanding Performance</u> .
<b>TBD</b>	Award ceremony at the State House to formally recognize recipients of the <u>Manuel Carballo Governor's Award for Excellence in Public Service</u> , the <u>Eugene H. Rooney, Jr. Public Service Award</u> , the <u>Commonwealth of Massachusetts Mentoring Award</u> and <u>Commonwealth Equity in Governance Award</u> .*

\*Citation winners are invited to State House event, but not formally recognized.